

## **Non-Tenure Faculty Titles and Promotions Calendar and Procedures AY 2023-2024**

Per the *Faculty and Professional Personnel Handbook [FPPH]*, Non-Tenure-Line faculty members have their titles assigned based on the criteria listed in the titles and promotions chart and may be eligible to apply for the appropriate promotion level based on demonstration of excellence in their area of specialization. Deans and Department Chairs/Directors should review section 16.1.3\* of the *Faculty and Professional Personnel Handbook* for complete policy and procedure information.

Non-Tenure-Line faculty (F3 classification only) may be eligible to apply for a first promotion no earlier than the seventh (7th) year of full-time service. Non-Tenure-Line faculty are eligible to apply for a second promotion no earlier than five (5) years of service after their first promotion. Years of full-time service do not need to be continuous.

- Salary increments (“promotional bumps”) **may** be awarded at each promotion along with a three-year contract and a five-year contract, respectively. Deans will be asked to confirm contract extensions after Board of Trustees action on promotions.
- Departments determine their own policies, procedures, and expectations for excellence for promotion of Non-Tenure-Line faculty. The document must be approved by the Provost. See Unit & College Responsibilities and attached cover sheet.
- All promotion decisions are handled at the department level and approved by the College Dean, the Provost and Executive Vice President for Academic Affairs, the President, and the Board of Trustees.
- Decisions on promotions are a separate process from, and will have no bearing on, the annual review of Non-Tenure-Line faculty performance and decisions about contract renewals or raises.
- See the *FPPH* 16.1.3.4 for guidelines for appeal or reconsideration of promotion/title decisions.
- Any reconsiderations or appeals must be resolved by the deadline for second level promotions. See attached. No consideration will be given to candidates whose materials are received in the Provost’s Office after that date.
- Non-Tenure-Line faculty who held the title of Assistant Professor prior to August 18, 2018 and who elected to retain the title of Assistant Professor have negated their ability to be promoted.
- Non-Tenure-Line promotions will be submitted to the Board of Trustees along with Tenure-Line faculty Promotion and Tenure decisions, typically, during the May meeting. If approved, promotions and any salary increments, will not take effect until the following Fall Term.
  - The count for the next promotion and/or contract extensions begins with the Fall Term, not the term the promotion was approved.
- Non-Tenure-Line faculty who are hired in at a first promotion title via the Unusual Appointment Process, are still required to meet years of eligibility (12) before being promoted to the second level, unless years have also been granted. Any years granted may only be applied to this process, not retirement eligibility.
- *FPPH*: 16.1.3.1.4. Salary increments may be awarded at each promotion along with a three-year contract and a five-year contract, respectively.

- 16.1.3.1.4.1. Promoted non-tenure line faculty who received a multi-year contract and are seeking to extend their multi-year contract should submit a request to their respective department in writing with documentation of continued achievement in compliance with the established departmental expectations of excellence.
- *FPPH*: 16.1.3.2. Documentation of excellence may vary depending on the area of specialization.
- Please see attached coversheet for promotion documents. These guidelines are for the AY 23-24, but all unit and college promotional documents submitted for approval are for AY 24-25.

NON-TENURE-LINE FACULTY PROMOTIONS CALENDAR

The following are due by the end of business:

- ❖ Non-Tenure-Line Faculty Promotion Unit documents (Revisions for approval and notices of no revisions) **No later than Oct. 2, 2023**
- ❖ NTL Faculty Materials for first level promotion **No later than Nov. 10, 2023**
- ❖ NTL Faculty Materials for second level promotion **No later than Dec. 8, 2023**
- ❖ **No consideration will be given to candidates whose materials are received after Dec. 8, 2023**

All materials should be sent to Brittney Wright at [blwright2@bsu.edu](mailto:blwright2@bsu.edu). Questions may be directed to Brittney at [blwright2@bsu.edu](mailto:blwright2@bsu.edu) or at 5-1333.

\**FPPH* ordering is based on the AY 22-23 handbook and numbers may change with the publication of the AY 23-24 handbook.

## UNIT & COLLEGE RESPONSIBILITIES REGARDING DOCUMENTS

1. Units **WILL NOT** be considered to have an approved Non-Tenure-Line Faculty Promotion document unless their document has been signed by the Provost. No promotions will be granted unless there is an approved document on file. Please check your records carefully. Questions should be directed to Brittney Wright in the Provost's Office.
2. Units submitting revisions to a previously approved document should indicate changes in a cover memo. Please use the attached coversheet.
3. Units with an approved document (see item #1) and no revisions to the document, must notify Brittney Wright via the attached coversheet that there are no changes for the academic year.

## RESPONSIBILITIES OF THE UNIT HEAD (DEPARTMENT, SCHOOL, OR CENTER)

1. The Unit Head should review the Non-Tenure-Line Faculty Promotion information with all full-time NTL faculty, but especially new hires so that they are familiar with the documentation that will be required when years of service are reached.
2. The Unit Head is to provide a letter of recommendation *for each* Non-Tenure-Line faculty member going up for promotion. Letters MUST include the faculty member's name, role in the unit, years of service, years at rank/title, and justification for promotion. Eligibility is based on years of service; however, promotions are based on demonstration of excellence beyond the regular performance expectations in the area of specialization.
3. Unit Head must include the Candidate's CV.
4. Unit Head may include in the letter of recommendation any relevant information from promotion committees (per the unit's process).
5. If a Non-Tenure-Line faculty member was denied promotion at the unit or college level, it is expected that the unit head will communicate verbally and in writing reasons for the denial to the Non-Tenure-Line faculty member.
6. Unit promotion decisions must be sent forward to the Dean and Provost.
7. Per the directions of the college dean and unit documents, unit heads should submit names and materials of previously promoted non-tenure-line faculty who seek 3-year or 5-year renewal. Human Resources or College Budget Directors can provide contract end dates for those that need them. It is the faculty member's responsibility to request, but unit heads are expected to assist with necessary information.

## RESPONSIBILITIES OF THE COLLEGE DEAN

1. The College Dean sends forward a list of all recommended promotions within the college, per the calendar.
2. The College Dean must indicate support or lack thereof for each candidate in a cover letter. Individual letters of support for candidates are welcome, but not required.
3. The College Dean will provide a tally of the number of candidates who sought promotion and who were approved for promotion *at the unit and college levels*.
4. Deans are to submit the names and materials for contract extensions/renewals to the Provost no later than May 15 of each AY.
  - a. If colleges have multiple requests for contract extensions/renewals that are solid and have no issues, Deans may submit one letter and include all names.

- b. If colleges have requests for contract extensions/renewals for which the Dean has concerns or will not support, then Deans are to submit an individualized letter for each of those candidates with rationale including supporting evidence for their decision.

NTL Faculty who are unsure of their years of service may contact Human Resources or go to Self-Service Banner (**New**) for information on hire date(s).

**NON-TENURE-LINE FACULTY TITLES & PROMOTION COVERSHEET**

Department:

College:

Date Coversheet Submitted:

Please check one of the following:

The Unit has no changes to the Non-Tenure-Line title and promotion document. The previously approved document remains in effect for the AY 2024-2025.

The Unit has submitted revisions to the Non-Tenure-Line title and promotion document. If approved, these revisions will be in effect for the AY 2024-2025.

Signatures:

Date:

Unit Head

Dean

Provost

## TITLES AND PROMOTION CHART

<b>Specialization/Timing</b>	<b>Rank/Title: Non-terminal Degree</b>	<b>Rank/Title: Terminal Degree with Specialization</b>
<i>Teaching</i>		
At hire	Assistant Lecturer	Assistant Teaching Professor
First promotion	Associate Lecturer	Associate Teaching Professor
Second promotion	Senior Lecturer	Teaching Professor
<i>Research</i>		
At hire	Assistant Researcher	Assistant Research Professor
First promotion	Associate Researcher	Associate Research Professor
Second promotion	Senior Researcher	Research Professor
<i>Clinical</i>		
At hire	Assistant Clinical Lecturer	Assistant Clinical Professor
First promotion	Associate Clinical Lecturer	Associate Clinical Professor
Second promotion	Senior Clinical Lecturer	Clinical Professor
<i>Other</i>		
At hire	Assistant Lecturer of Practice	Assistant Professor of Practice
First promotion	Associate Lecturer of Practice	Associate Professor of Practice
Second promotion	Senior Lecturer of Practice	Professor of Practice

### [Terminal Degree Information](#)

Chart Revised Sept. 3, 2019  
 Guidelines Revised April 25, 2022